

## Policy IHE: Promotion and Retention

## Gilmer County Board of Education

Original Adopted Date: 08/26/1987 | Last Revised Date: 06/20/2019 | Last Reviewed Date: 02/10/2020

Status: REVIEWED

It is the policy of the Board of Education that the placement or promotion of a student into a grade, class or program should be based on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The Board hereby authorizes the Superintendent and administrative staff to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students. Such procedures or regulations shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
  2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
  3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
  4. Prior to a student's retention, the student's parent(s) must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter. Prior to a student's retention, the school principal will notify the district office of intention to retain.
  5. School level promotion and retention decisions may be appealed to the **District Promotion and Retention Committee** system Curriculum Directors.
  6. The ~~system Curriculum Director's~~ **District Promotion and Retention Committee's** decision may be appealed to the Superintendent, whose decision shall be final.
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**Policy IHF: Graduation Requirements****Gilmer County Board of Education****Original Adopted Date:** Pending | **Last Reviewed Date:** 02/04/2020**Status:** REVIEWED

The Gilmer Board of Education recognizes that state graduation requirements for students are determined by applicable State Board of Education Rules, which may vary depending on the school year the student enrolls in the ninth grade for the first time.

It shall be the responsibility of the Board of Education to set any local graduation requirements that may exceed requirements set by the State Board.

The Board of Education shall require that students satisfy all state requirements, to the extent not waived under its charter and local graduation requirements set by the Board in order to earn a high school diploma.

Students and their parents or guardians shall be advised of graduation requirements applicable to their graduating class through student handbooks, advisement materials, or the graduation planning process, as required by state law and the applicable State Board of Education graduation rule and guidance.

The Superintendent or designee is authorized to develop any administrative regulations or procedures that may be needed to implement this policy.

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**Protective Devices**

Students, teachers and visitors must wear appropriate industrial-quality eye protection equipment at all times while participating in or observing CTAE, industrial arts, chemical, physical or any other course of instruction involving exposure to any of the following:

1. Molten metal or other molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding or stamping on any solid material.
3. Gas or electric arc welding or other forms of welding process.
4. Repair or servicing of any vehicle.
5. Caustic or explosive materials.
6. Finishing materials and solvents.
7. Injurious radiation or other hazards.

An adequate number of eye-protective devices shall be available in the lab, shop and classroom for students, teachers and visitors.

Persons whose vision requires the use of eye glasses shall be provided goggles that can be worn over corrective glasses.

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The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

1. Staff and faculty training on a system of deescalation and physical restraint;
  2. Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;
  3. Procedures for observing and monitoring the use of physical restraint;
  4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
  5. Periodic recertification of staff in the use of deescalation and restraint and the documentation described in item 4.
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This policy shall apply to all employees of the Gilmer County Board of Education.

#### PERSONAL AND PROFESSIONAL LEAVE

Three days of any accumulated sick leave may be utilized during each school year for personal or professional reasons provided prior approval of the absence is given by the principal and Superintendent or authorized representative and provided the presence of the employee requesting absence is not essential for effective school operations. A leave form must be filed and approved by the principal and Superintendent five (5) working days prior to leave. Personal and professional leave will not be granted during pre-planning, post-planning, **professional learning**/in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first three days of the student school year, the last three days of the student school year or the last three school days before Winter or Christmas break, unless the principal or Superintendent, in his/her discretion, determines that such leave should be granted due to an emergency beyond the employee's control.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

#### ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

Employees will be entitled to annual sick leave with pay to be accrued at the rate of 1 1/4 days for each completed month of service. All unused sick leave shall be accumulated from one fiscal year to the next up to a maximum of sixty (60) days. If an employee needs to utilize unearned sick leave, advance leave may be granted. The advance leave shall not exceed the number of days the employee would accumulate through the end of the fiscal year. If an employee fails for any reason to complete a fiscal year, sick leave used but not yet earned will be deducted from the employee's final paycheck.

At the end of each school year, employees covered under Public School Employees Retirement will be paid \$15.00 for each day of sick leave over 60 days accumulated during that year. Personnel who retire through the Public School Employees Retirement System will be paid \$15.00 per day for each day of accumulated sick leave, up to a maximum of \$1,125.00.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent shall have the right to require a physician's certificate stating that the employee is ill and unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, brother, sister, grandparents or in-law equivalents of the above or other relatives living in the household.

#### CONSTRUCTION WITH THE FAMILY AND MEDICAL LEAVE ACT (GBRIG)

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other state or federal law, the provision of the FMLA, its regulations or other law, as the case may be, shall control.

#### OBSERVANCE OF RELIGIOUS HOLIDAYS

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

#### JURY AND WITNESS LEAVE

Each person employed by the Gilmer County School System shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system may retain any compensation for their service as a juror or a witness and receive full salary.

#### MILITARY LEAVE

All employees of the Gilmer County Board of Education are entitled to paid leave not to exceed eighteen (18) days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or state of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or state of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in the employees' duties and the mission of the Board of Education.

#### BEREAVEMENT LEAVE

Up to five (5) days sick leave may be used for absence due to death of an employee's spouse, child, father, mother, brother, sister, grandparents, in-law equivalents of any of these listed relatives, or a relative living in the same residence of the employee.

#### EMPLOYEE VACATION

All personnel on a twelve month work schedule shall have two weeks vacation during the calendar year as approved by the immediate supervisor.

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